

**KENTUCKY BOARD OF  
LICENSURE OF MARRIAGE AND FAMILY THERAPISTS  
WORK RETREAT AND BOARD MEETING MINUTES  
March 16 & 17, 2011**

**Work Retreat Meeting - March 16, 2011**

A Retreat session was held of the Kentucky Board of Licensure of Marriage and Family Therapists at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on March 16, 2011 beginning at 5:00 p.m. and ending at 11:15 p.m.

**Board Members Present:**

Ms. Sandy Miller  
Ms. Carolyn Miller-Cooper  
Ms. Stephanie Head  
Dr. Tom Robbins  
Mr. Tony Watkins  
Ms. Jane Prouty

**Board Members Absent**

Dr. Richard Harmon

**Occupations and Professions:**

Marcia Egbert

**Office of the Attorney General:**

Angela Evans

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**Call to Order:**

Dinner was served at 5:30 p.m.

Mr. Watkins, Board Chair, called the meeting to order at 6:00 p.m.

Mr. Watkins introduced Ms. Carolyn Miller-Cooper to the Board. She is the newly appointed Citizen At Large Board Member. Ms. Miller-Cooper was sworn in by Carolyn Benedict.

The Board had a work session which consisted of the following:

- Regulation Changes
- Review of Application and Forms for changes
- Discussion on time frame to take national exam (Included e-mail from Dana Christensen)
- Length of time a person can remain in Associate
- CEU's for Associates to be added to requirements
- Parameters to exception to supervise more than six (6)
- Background Checks for new Associates to be submitted with application for licensure
- Fast-Tracking graduates of CACREP Marriage and Family studies programs (compare to fast-tracking of students from COAMFTE programs)
- Require KAMFT to submit information for CEU offerings but not charging for CEU approval (this will insure the Board inspects what we expect in Board Approved Training offered by KAMFT)
- Universities to develop online training that relates to Kentucky Law in our regulations
- Meet with directors of the three COAMFTE programs to discuss COAMFTE changes to standards to insure curriculum guidelines mandated in our Regulations are still being met. – After discussion, the Board agreed to have Tony Watkins check into this and report back at the April meeting.
- E-Mail from Ann Holloway – Renewal Cards (Support E-mails received by several others)
- E-mail from Dana N. Christensen – Licensing question – Answered in response to question in regard to timeframe in taking the national exam

The following e-mails were tabled until the regular meeting to be held tomorrow, March 17, 2011:

- E-Mail from John Morrison
- E-Mail from Sharon Bryant
- E-Mail from Ann Behymer

## **GENERAL BOARD MEETING – March 17, 2011**

The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leewood Drive, Frankfort, Kentucky on March 17, 2011. Chair Tony Watkins called the meeting to order at 10:15 a.m.

### **Board Members Present:**

Ms. Sandy Miller  
Ms. Carolyn Miller-Cooper  
Ms. Stephanie Head  
Dr. Tom Robbins  
Mr. Tony Watkins  
Ms. Jane Prouty

### **Board Members Absent**

Dr. Richard Harmon

### **Occupations and Professions:**

Shannon Tivitt, Executive Director  
Marcia Egbert, Board Administrator

### **Office of the Attorney General:**

Angela Evans

**Approval of Minutes:** January 20, 2011 (February 18, 2011 meeting cancelled due to lack of quorum.)

Stephanie Head moved that the minutes be approved as submitted. Sandra Miller seconded the motion. The motion carried.

**Approval of Financial Statement – July 1, 2010 – January 31, 2011**

**Approval of Financial Statement – July 1, 2010 – February 28, 2011.**

Sandra Miller moved that we approve both of the Financial Statements presented. Tom Robbins seconded the motion. The motion carried.

## **DIRECTOR'S REPORT**

Shannon Tivitt, Executive Director introduced herself and stated that she looked forward to working with the Board.

## **RESULTS OF WORK/RETREAT MEETING**

- **Regulation Changes** – Many changes need to be made to the regulations and the exam requirement section. Jane Prouty moved that we approve the proposed regulation changes, including changes to the Exam Section 201 KAR 32:045 discussed at the work/retreat and that Angela Evans make the corrections/changes and present them at the Board meeting in April. Tom Robbins seconded the motion. The motion carried. Angela will send the completed document to the Board members prior to the next meeting so they can review them.
- **Review of Application and Forms for changes** – Board members will review forms and will bring recommendations for changes/corrections back to the April meeting for approval.
- **Discussion on time frame to take national exam (Including e-mail from Dana Christensen)** – The Board discussed the request of taking the exam early. The consensus of the Board is that the exam must be taken “after” they get their associate license. Tom Robbins made a motion that we maintain the regulation that is in place. Jane Prouty seconded the motion. The motion carried.
- **Length of time a person can remain in Associate Status** – Following discussion, the Board decided that there needs to be a limit on the length of time you can remain in Associate status. The Board felt that four (4) years should be the limit. This would give the Associate enough time to pass the national exam and apply for their LMFT. If the Associate doesn't meet the requirement, they would be terminated at the end of four years in Associate status. This language will be included in the regulation changes.
- **CEU's for Associates to be added to requirements** – The Board concurred that the Associates should be required to submit 15 hours of CEU's each year with 3 of those hours being in Ethics. This language will be included in the regulation changes.

- **Parameters to exception to supervise more than six (6)** – The Board made no changes in the parameters.
- **Background Checks for new Associates to be submitted with application for licensure** – The Board feels that it is our duty to protect the public and that background checks will be necessary in the future. Tom Robbins will look into the different agencies that provide this service and report back to the Board at the April meeting
- **Fast-Tracking graduates of CACREP Marriage and Family studies programs (compare to fast-tracking of students from COAMFTE programs)** – Discussion followed and the Board decided that they both should be treated equally. Stephanie Head made a motion that CACREP be added to the regulations in all places that COAMFTE already exists and that this change be reflected in the regulations changes. Tom Robbins seconded the motion. The motion carried.
- **Require KAMFT to submit information for CEU offerings but not charging for CEU approval (this will insure the Board inspects what we expect in Board Approved Training offered by KAMFT)** – The Board was in agreement that KAMFT should submit their CEU requests for approval and not be required to pay for them.
- **Universities to develop online training that relates to Kentucky Law in our regulations** – The universities had agreed to work with the Association in developing an online course to meet the Board mandated CEU course in Kentucky Law. Tony Watkins will write the universities to encourage them to complete the training they said they would do.
- **Meet with directors of the three COAMFTE programs to discuss COAMFTE changes to standards to insure curriculum guidelines mandated in our Regulations are still being met.** After discussion, the Board agreed to have Tony Watkins check into this and report back at the April meeting.
- **E-Mail from Ann Holloway – Renewal Cards (Support E-mails received by several others)** – The Board was in agreement that we should maintain our current procedure for renewal licensure. The licensee's will need to refer to the online verification system. We will not issue cards. Tony Watkins will respond to Ms. Holloway.
- **E-mail from Dana N. Christensen – Licensing question** – Answered in response to question in regard to timeframe in taking the national exam. Stephanie Head will respond to her.
- **E-Mail from John Morrison** – Following discussion of Mr. Morrison's e-mail, the Board requested that Tom Robbins respond to Mr. Morrison's e-mail.
- **E-Mail from Sharon Bryant** – Tony Watkins will respond to Ms. Bryant's e-mail.
- **E-Mail from Ann Behymer – Clarification of Letter sent to licensee's** – Tony will respond to her questions.

#### **OLD BUSINESS**

- Letter to Licensee's – Letter in packet – Mailed out February 21, 2011 – No further action needed or taken.
- Letter from Tracy Lynn Karam and Dr. Michelle Johnson – Waiving requirements of CEU's – Response – No further action required.

#### **NEW BUSINESS**

- Executive Order Received from Governor's Office – The Executive Order was read. Ms. Miller-Cooper was introduced. Dr. Hamon will join the Board in May.
- Letter from James K. Mardis – Inactive Status Request Tony Watkins will respond to Mr. Mardis.
- Signature Line for Additional Supervisor on Plan of Supervision Form – Following discussion by Board it was decided that the Additional Supervisor Statement and line for signature will be added to the Plan of Supervision form that is being reviewed for changes. Shannon Tivitt recommended that this go through the regulation process. All forms are being reviewed/updated for submission to the Legislature. Ms. Tivitt also recommended that we make all forms more generic and not list the website on forms since they could change.
- Margaret Odem – Appeal of Denial of her Associates License – Ms. Odem appeared before the Board to contest the denial of her Associates License. She submitted a syllabus for a different class that was taken which she felt would qualify her for the license. After the Board reviewed the syllabi, they approved her license.

- Question from Licensee Alisha ?? – Regarding face-to-face hours – Marcia Egbert will refer her to the Regulation on Supervision/Definition 201 KAR 32:010 Section 1-12.
- **E-mail from Andrew M. Davidson** - Tony Watkins will respond to Mr. Davidson's request pertaining to supervision.

Stephanie Head moved that the Board go into Executive Session pursuant to KRS 61.810 (1) to discuss complaints. Carolyn Miller-Cooper seconded the motion. The motion carried.

#### **COMPLAINTS/COMPLIANCE/OTHER LEGAL MATTERS**

- 07-003 – Pending – No Action
- 08-002 – Required report by Licensee due
- 09-001 – Pending – In Review
- 09-005 – Ongoing - Pending criminal case set for trial
- 2010-01 – Holding to next meeting to check on proper address
- 2010-002 – Dismissal Recommended
- 2010-003 – Dismissal Recommended
- 2011-001 – Pending further review
- 2011-002 – Pending further review
- 2011-003 – In Complaint Procedure Process

Sandra Miller moved that the Board come out of Executive Session pursuant to KRS 61.810 (1). Carolyn Miller-Cooper seconded the motion. The motion passed.

Stephanie Head made a motion to dismiss #2010-002. The motion was seconded by Tom Robbins. The motion carried.

Stephanie Head made a motion to dismiss #2010-003. The motion was seconded by Sandra Miller. The motion carried.

Number 08-002 – The Licensee was to report to the Board. Her time to report has expired. Angela Evans will send her a letter requiring her to be at the next meeting.

#### **APPLICATION REVIEW**

- Ratification of renewals and approval of applications from January 20, 2011 – February 15, 2011
- Ratification of renewals and approval of applications from February 15, 2011 – March 15, 2011
- Ratification of and approval of applications/audits/renewals done by Tony Watkins on 2/16/2011 and 2/18/2011

#### **Associates:**

The following applications for Marriage and Family Therapist Associate were approved: *Margaret Odom, Lee Alan Roussel, Debra LaVonne Kirksey, Sharon Perkins*

The following applications for Marriage and Family Therapist Associate were deferred: *None*

The following contracts for Marriage and Family Therapist Associates Plan of Supervision were approved: *Katherine Efstration, Mary Weber, Miki W. Rodgers, Peggy Carter, Christian Nicole Williams, Jane Owens, Fran Ellers*

The following Renewals for Marriage and Family Therapist Associates were approved: *Joseph E. Williams, Thomas W. Cox, Aimee Hockman, Allison Allen, Lyle A. Edwards, Jacob Parsons-Wells*

The following Renewals for Marriage and Family Therapist Associates were approved with provisions: *Charese Taylor, Jacqueline M. Peterson*

**LMFT:**

The following applications for licensed Marriage and Family Therapist were approved: *Kimberly A. Cherry, Allison Bailey Leggin, Angela Mae Maren*

The following application for licensed Marriage and Family Therapist was deferred: *None*

The following application for licensed Marriage and Family Therapist was denied: *None*

The following application for licensed Marriage and Family Therapist by endorsement was approved: *Karen Knowles*

The following Renewal Audits for Marriage and Family Therapist were approved: *Steven J. Feirstein, Richard Applegate, Joseph Carlton, John Lafayette Bond, Leslye Hunter, Janet Rittenhouse, Randall Smith*

The following Renewal Audits for Marriage and Family Therapist were approved with provisions: *Alan M. Hall, Jodi Allen*

The following Reinstatements for Marriage and Family Therapist were approved: *Katie S. Brown, Eva Glahn-Atkinson*

The following Reinstatements for Marriage and Family Therapist were approved with provisions: *Jane Kendrick-Lites*

**Provider Applications Deferred**

Baptist Hospital East – Sex Addiction 101: Assessment, Diagnosis & Treatment – 6.2Hours

**Provider Applications Approved**

Bellarmine University – “The Kentucky Code of Ethical Conduct” – 6.5 Hours

CMI Education Institute – “End of Life Issues: Best Practices and Applied Ethics” – 6.5 Hours

CMI Education Institute – “Life After Loss: Clinical Interventions for Normal and Complicated Grief” – 6.5 Hours

Cross Country Education – “Bipolar: An Updated Slant on the Disorder” – 6.0 Hours

Cross Country Education – “Compassion Fatigue: Proven Strategies for Treatment and Self-Care” – 6.0 Hours

Cross Country Education – “Developing Self-Regulation: Assessment and Interventions for Strengthening” – 6.0 Hours

Cross Country Education – “Group Counseling for Psychotherapy” – 6.0 Hours

Cross Country Education – “Helping Adult clients Grow Up” – 6.0 Hours

Cross Country Education – “HIPAA Compliance and Training after the HITECH Act” – 6.0 Hours

Cross Country Education – “Using Sandtray Play Therapy as a Therapeutic Intervention” – 6.0 Hours

HOSPARUS – “Strategies of Grief Therapy: A Meaning Reconstruction Approach” – 6.0 Hours

HOSPARUS – “Best Practices in Traumatic Grief – Day 2” – 3.6 Hours

Institute for Brain Potential – “Understanding Personality Disorders” – 6.0 Hours

Kentucky Community Crisis Response Board - “Individual Crisis Intervention & Peer Support (Assisting Individuals in Crisis)” – 13.0 Hours

Kentucky Community Crisis Response Board - “Group Crisis Intervention: - 14.0 Hours

Kentucky Community Crisis Response Board – “Pastoral Crisis Intervention I” – 13.0 Hours

Kentucky Community Crisis Response Board – “Pastoral Crisis Intervention II” – 13.0 Hours

Kentucky Community Crisis Response Board – “Psychosocial Impact of Disasters & Catastrophic Events – Online Part 1” – 2.0 Hours

Kentucky Community Crisis Response Board – “Psychosocial Impact of Disasters & Catastrophic Events – Online Part 2” – 7.8 Hours

Kentucky Council on Problem Gambling – “Addressing Problem Gambling in Kentucky” – 10.0 Hours

Kentucky Department for Behavioral Health, Developmental and Intellectual Disabilities - “Providing Effective Treatment with an American Sign Language (ASL) Interpreter” – 3.0 Hours

Kentucky Department for Behavioral Health, Developmental and Intellectual Disabilities – “NIATx Change Leader Academy” – 12.0 Hours

Kentucky Department for Behavioral Health, Developmental and Intellectual Disabilities – “Tools for Effective Substance Abuse Practice for Deaf and Hard of Hearing People” – 6.0 Hours

Kentucky Council on Problem Gambling – “Addressing Problem Gambling in Kentucky” – 10.0 Hours

Kentucky Physicians Health Organization – “Clinical Applications of the Principles of Treatment of Addictions and Substance Abuse” – 13.0 Hours

Kentucky Psychological Association – “LGB Psychological Development: Concepts & Clinical Applications” – 6.0 Hours

KVC Behavioral Healthcare Kentucky Inc. – “Introduction to Trauma Systems Therapy” – 6.0 Hours

NorthKey Community Care – “Kentucky Ethics: What if a Complaint is Filed Against YOU?” – 3.0 Hours

PESI, LLC – “Over 75 Quick, On-The-Spot Techniques for Children with Emotional and Behavior Problems” – 6.0 Hours

PESI, LLC – “Smart But Scattered: Executive Dysfunction at Home and at School” – 6.0 Hours  
Positive Pathways – “Nutrition + Emotions: The food Factor” – 2.0 Hours  
Positive Pathways – “Self-Injury: History, theory + Intervention” – 2.0 Hours  
Positive Pathways – “The Art of Effective Communications” – 2.0 Hours  
Premier Education Solutions – “Very Best Treatment for ADHD and the Processing Disorders” – 6.0 Hours  
RiverValley Behavioral Health – “Eating Disorder: Identification, Treatment and Involvement of the Family” – 5.5 Hours  
RiverValley Behavioral Health – “Champions for Children” –1.5; 4.0 Hours  
5.5 Hours  
Seven Counties Services, Inc. – “Ethical Decisions in Social Work Practice” – 3.0 Hours  
Seven Counties Services, Inc. – “Group Therapy Training for Clinicians Working with Children and Families” – 6.0 Hours  
Seven Counties Services, Inc. – “Group Therapy Training for Clinicians Working with Adult Clients” – 6.0 Hours  
Seven Counties Services, Inc. – “Group Therapy Training for Clinical Supervisors” – 3.0 Hours  
Seven Counties Services, Inc. – “Making Connections Between the Military, Veterans, and Community Mental Health Services” – 1.5 Hours  
Seven Counties Services, Inc. – “Motivational Interviewing (2011): - 15.0 Hours  
Seven Counties Services, Inc. – “Cognitive Behavior Therapy Training” – 8.0 Hours  
The Ridge Behavioral Health System – “Alzheimer’s Association” Journey into Dementia: Yesterday, Today, and Tomorrow. 2011 Dementia Education Conference” – Hours Requested  
Trabue Consultants – “DBT – Multifamily Skills Training” – 13.0 Hours  
Communicare – “Recognizing Early Childhood Behaviors & Fostering Healthy Relationships” – 6.0 Hours

The Board overlooked and failed to ratify the renewals and approval of applications and provider applications listed above under application review. Tabled to next meeting

#### **SCHEDULED MEETINGS**

April 21, 2011 – Committee Meetings – 8:30 AM  
April 21, 2011 – Regular Board Meeting – 9:30 AM  
Meetings held at 911 Leawood Drive, Frankfort, Kentucky

#### **TRAVEL AND PER DIEM**

Sandra Miller moved that the travel and per diem be paid for those who attended the work retreat and the regular meeting. Tom Robbins seconded the motion. The motion carried.

#### **ADJOURNMENT**

Tony Watkins adjourned the meeting at 12:00 p.m.